

## Phoenix Program Process Definition – Accounts Payable

**Revised: 01/15/04 replaces 3-26-99 version.**

Process	<b><i>Regular Voucher</i></b>
Process Number	<b><i>AP-007</i></b>

### ***Description of Process***

This process enables the user to enter a “Non-Contract” invoice into the PeopleSoft Payables Module. Non-contract invoices would include utility expenses and prepaid items (subscriptions, registration fees) and travel.

The voucher panel group includes ten panels, three of which will require data entry on a regular basis: the Invoice Header Information Panel, the Line Information and Charges Panel, and the Accounting Information Panel. The data on the remaining panels default in from the Payables control hierarchy or are calculated when the voucher is saved.

### ***Input to Process***

Standard Voucher entry form

### ***Output of Process***

Postable (Ready for batch processing) or Recycled Voucher

### ***Service Level Agreement Required? (if yes, provide a brief description)***

N/A

### ***PeopleSoft Panel Groups being Used***

Function	Panel Group
<b>Use</b>	Voucher
<b>Inquire</b>	Voucher Voucher Detailed Charges Voucher Accounting Entries Payment Information
<b>Process</b>	Voucher Posting Request (Batch Only) Budget Update Request (Batch Only) Journal Generation (Batch Only)

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### ***Business Process Description***

Process Description	Responsibility (Agency/Centralized)
<p><b><u>Step 1: Receive Invoice</u></b></p> <p>Determine type of voucher to enter. A voucher is uniquely identified by a combination of Business Unit and Voucher ID. Each type of voucher consists of several panels with distinct functions in the voucher entry process.</p>	Agency
<p><b><u>Step 2: Select Voucher</u></b></p> <p>Use this type voucher when there are multiple entry lines or a non-contract invoice.</p> <p>To assist with input, a voucher data entry form can be completed for each voucher that is to be entered.</p>	Agency
<p><b><u>Step 3: Create Voucher Identifiers</u></b></p> <p>The Business Unit and Voucher ID will default. The Voucher ID should be left as 'NEXT' to allow the system to assign the Voucher ID.</p>	Agency
<p><b><u>Step 4: Enter Invoice Header Information</u></b></p> <p>The Invoice header panel maintains information that is common to the entire voucher. On this panel the vendor ID, invoice number, date and gross amount <u>must</u> be entered.</p> <p>If there are any applicable freight charges entered they will be automatically pro-rated across the line items, but this can be changed via the magnifying glass button next to the freight field.</p> <p>If the invoice number or invoice date is not entered, the system could identify the voucher as a duplicate invoice. A duplicate invoice occurs when the invoice number, invoice date, and vendor ID are defined the same for multiple vouchers. As determined by the Agency the date entered can represent either the actual invoice date or the goods received date. If the invoice date is not entered, the audit trail back to the invoice is not captured and duplicate invoices may not be identified.</p>	Agency
<p><b><u>Step 5: Verify 1099 Information</u></b></p> <p>Access the 1099 Information Panel via the 1099 button located on the Invoice Header panel. Review and verify the values that defaulted from the vendor file. If changes are necessary to ensure correct 1099 reporting, make the modifications in accordance with the agencies 1099 processing procedures. Should it be necessary to activate as a 1099 vendor, contact the Vendor Maintenance group.</p>	Agency

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Process Description	Responsibility (Agency/Centralized)
<p><b>Step 6: <u>Enter Line and Charges Information</u></b></p> <p>On the “Line Information &amp; Charges” panel all required chartfields must be entered or selected via pull-down display. Insert Additional lines if needed. Enter information about each line on the invoice.</p> <p>The required Chartfields are:</p> <ul style="list-style-type: none"> <li>• Account (SCOA)</li> <li>• Fund (Appropriation)</li> <li>• Org</li> <li>• Program Code (Fund Source)</li> <li>• Sub-class (Object Class)</li> <li>• Project</li> <li>• Budget Year</li> </ul> <p>For each voucher entered, it must be determined if the voucher lines will be distributed by amount or quantity; amount is the default. When distributing by amount the merchandise amount must be entered on each line. When distributing by quantity, the quantity, unit price and unit of measurement must be entered.</p> <p>For each voucher to be balanced, the sum of all voucher lines must equal the gross amount entered on the Invoice Header Information panel.</p> <p>If program (Fund Source) distribution is required, access the speedchart field and select applicable distribution. Only current program distribution can be selected from the speedchart prompt.</p> <p>If prior program distribution percentages are needed, the Program Distribution Calculator must be used to determine these percentages. Effective date and project must be entered on the calculator to obtain desired distribution. The Program Distribution Calculator Panel is located on the Go Menu.</p> <p>To record Asset Management Information (AM), click on Asset button. Turn on the asset check box and enter AM Unit and a Profile ID to designate that the distribution line is related to an asset.</p>	Agency
<p><b>Step 7: <u>Determine Accounting Template/Accounting Date</u></b></p> <ul style="list-style-type: none"> <li>◆ On the Accounting Information panel, select the Accounting Entry template based on the desired liability account.</li> <li>◆ Accounting Date defaults to current date and determines when voucher will be posted in Accounts Payable.</li> </ul>	Agency

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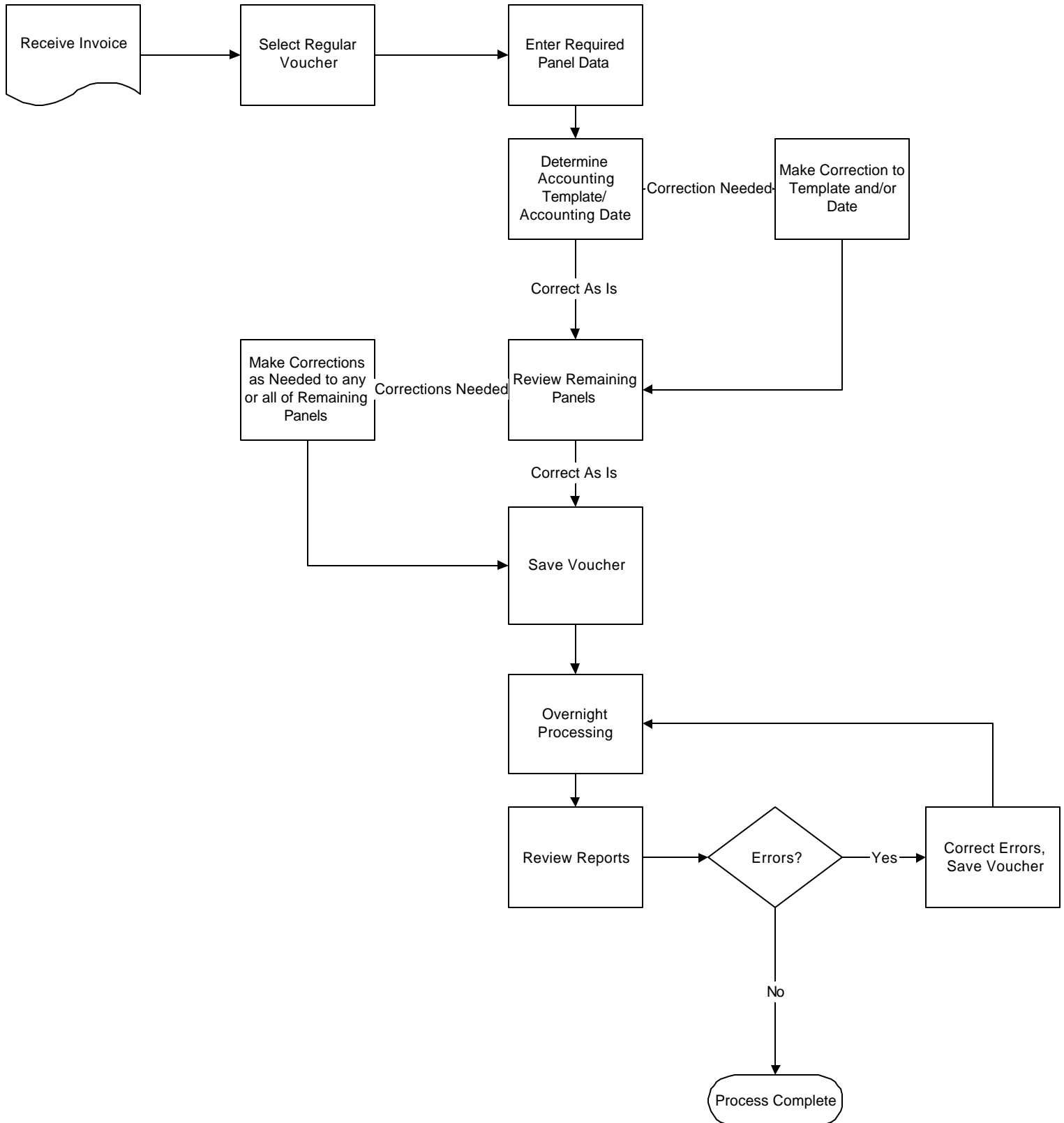
Process Description	Responsibility (Agency/Centralized)								
<p><b>Step 8: <u>Reviewing Remaining Panels</u></b></p> <p>Display remainder of panels in group and review all default values to determine if any changes are needed. The remaining panels are:</p> <ul style="list-style-type: none"> <li>• Schedule Payments</li> <li>• Record Payments</li> <li>• Approvals &amp; Matching</li> <li>• Comment</li> </ul>	Agency								
<p><b>Step 9: <u>Save Voucher</u></b></p> <p>To save a voucher click on the diskette icon or press “Enter”.</p> <p>The following processing steps occur when a voucher is saved: the Voucher ID is assigned, status of the control group is updated, status for a one-time vendor is set to inactive, calculate and prorate discount and freight are prorated, net and discount due dates are calculated, scheduled pay date is determined, and 1099 withholding processing is performed if applicable.</p>	Agency								
<p><b>Step 10: <u>Perform Overnight Batch Processing</u></b></p> <p>The following processes occur during overnight processing: Budget Checking, Voucher Posting, Journal Generation, and Report Generation. Payment processing may be invoked depending on payment terms (see Payment Process Definition).</p>	Financial Systems Solutions								
<p><b>Step 11: <u>Review Reports</u></b></p> <p>Upon receipt of the daily reports, review to ensure that all reports have been received and processed per Agency controls. Following is a listing of possible daily reports:</p> <table> <tr> <th>PS Rpt#</th><th>Description</th></tr> <tr> <td>APS4002X</td><td>AP Daily Input</td></tr> <tr> <td>APS4001X</td><td>Budget Exceptions</td></tr> <tr> <td>APS4005X</td><td>Match Exceptions</td></tr> </table>	PS Rpt#	Description	APS4002X	AP Daily Input	APS4001X	Budget Exceptions	APS4005X	Match Exceptions	Agency
PS Rpt#	Description								
APS4002X	AP Daily Input								
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APS4005X	Match Exceptions								

### ***Forms Used with Process (1)***

Standard Voucher Entry form
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### ***Process Flow Diagram (if appropriate):***

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**Phoenix Program**  
**Process Definition – Accounts Payable**

**APPROVAL FORM**

SIGNER	ROLE	APV	NOT APV	DATE
Kay Reid	DOAS Project Lead			03-05-99
Charmane Miller	THG Project Lead			03-05-99
D.D. Cooper	Design Analyst			03-05-99